

TriNet Reports to Assist with California Pay Data Reporting

California employers with 100 or more employees nationally must report certain pay and other data to the California Civil Right Department (CRD) on or before the second Wednesday of May, annually. Review TriNet's [California Pay Data Reporting FAQ](#) to access resources and learn more about the pay data reporting requirements.

To assist you with your reporting obligations, TriNet has created a California Pay Data Report that delivers your aggregated company establishment and worksite employee data for worksite employees who were active during the snapshot period that you select. [TriNet's California Pay Data Report in Workforce Analytics FAQ](#) provides additional guidance on using TriNet's California Pay Data report to complete your reporting obligations within the CRD's Pay Data Reporting Portal (CRD Portal). You remain responsible for reporting and certifying the accuracy of all data reported to the CRD.

- **NEW!** TriNet has implemented a number of critical updates to TriNet's California Pay Data Report in Workforce Analytics to align with the California Civil Rights Department's (CRD) updated resources and guidelines for compiling and submitting the 2022 California pay data report.

Additionally, the chart below details CRD-required information and data for completion of Sections I and II within the CRD portal, including alternative TriNet report options. To access the reports referenced below, Workforce Analytics (WFA) Administrator role holders can log in to TriNet (login.TriNet.com), navigate to the Admin/Manager View and click Reports & Analytics.

Please Note: If you hire workers through a labor contractor, those workers are not TriNet worksite employees and thus TriNet does not and cannot provide you with any pay data on those workers. The labor contractor must supply all necessary pay data to you for the report, and you must also disclose in the pay data report the ownership of all labor contractors used to supply the workers.

Section I - Employer Information

Section I Employer information is completed by answering a series of individual questions within the CRD Pay Data Reporting portal. The information below can be used to prepare for a pay data report submission in the CA Pay Data Reporting portal. However, you should carefully review the instructions for entering Section I: Employer Information Data, located in the [CA Pay Data Reporting Portal - User Guide](#) beginning on page 47.

CRD Data Field	CRD Values, Remarks and Other Instructions	Required?	Location of Data in TriNet's WFA	Notes and Additional Instructions
Employer Name	Enter employer name as filed with the California Employment Development Department (EDD). If employer is not registered with EDD, use the name provided on the employer's most recent federal Employer Information EEO-1 Report.	Yes	Navigate to Human Resource > California Pay Data	Company Legal Entity name
Employer FEIN	Enter the employer's Federal Employer Identification Number (FEIN) provided by the Internal Revenue Service. If the employer has more than one FEIN, enter the main FEIN.	Yes	Navigate to Human Resource > California Pay Data The Client EIN is located on the Employee Details tab of TriNet's report.	Enter FEIN information.
Employer CA SEIN	Enter the employer's California Employer Identification Number (SEIN) provided by EDD. If the employer has more than one CA SEIN, enter the main CA SEIN. If no California SEIN, enter 00000000.	Yes	Navigate to Tax & Compliance > Quarterly State Tax Summary. Provides the Employer ID SUT in column D. Corresponding state is under column K.	Employer ID SEIN is referred to as Employer ID SUT.
NAICS Code	Enter the North American Industry Classification System code (NAICS)	Yes	Navigate to Human Resource > California Pay Data The NAICS Code* is located on the Employee Details tab of TriNet's report.	Enter NAICS code. The California Pay Data Report in Workforce Analytics displays the client NAICS code and description on the EEO Submission Data sheet
Employer DUNS Number	Enter the employer's Dun and Bradstreet (DUNS) number.	No	Navigate to Human Resource > California Pay Data	Employer DUNS Number Your DUNS Number will be displayed on TriNet's California Pay Data Report if you have provided it to TriNet previously. TriNet cannot confirm this information.
Company HQ Address	Enter employer's address line 1 as filed with EDD. If employer is not registered with EDD, use the information provided on the employer's most recent federal Employer Information EEO-1.	Yes		Enter Street address, City, State in applicable fields

CRD Data Field	CRD Values, Remarks and Other Instructions	Required?	Location of Data in TriNet's WFA	Notes and Additional Instructions
HQ ZIP Code	Enter the 5-digit ZIP code of the employer's principal or headquarters office, regardless of whether that is in California.	No		
Is employer a contractor of the State of California?	Enter "Yes" if the employer is a contractor of the State of California. Enter "No" if the employer is not a contractor of the State of California.	Yes		
Parent Company Country	If employer is owned, enter the two-character country code of the parent company's principal office or headquarters.	No	N/A	<p>TriNet cannot confirm this information.</p> <p>Point of Contact and Report Certifier information will be entered during the Certify and Submit step. Information can be located in the CRD's CA Pay Data Reporting Portal - User Guide beginning on page 67.</p>
Parent Company ZIP Code	If employer is owned, enter the 5-digit ZIP code of the parent company's principal office or headquarters.	No		
Affiliated FEINs	If employer is affiliated with another company or companies list all affiliated company entities whose employees are included on this report. Failure to do so may result in enforcement action.	No		
Contact Name	Enter the name of person to contact regarding this report.	Yes		
Contact Title	Enter the title of person to contact regarding this report.	Yes		
Contact Phone Number	Enter the telephone number of the person to contact regarding this report, including the area code with no formatting such as dashes or spaces.	Yes		
Contact Address Line 1	Enter address line 1 of the person to contact regarding this report.	Yes		
Contact Address Line 2	Enter address line 2 of the person to contact regarding this report.	No		
Contact City	Enter the city of the person to contact regarding this report.	Yes		

CRD Data Field	CRD Values, Remarks and Other Instructions	Required?	Location of Data in TriNet's WFA	Notes and Additional Instructions
Contact State	Enter the two-character state code of the person to contact regarding this report.	Yes		
Contact Country	Enter the two-character country code of the person to contact regarding this report.	Yes		
Contact ZIP Code	Enter the 5-digit zip code of the person to contact regarding this report.	Yes		
Contact Email	Enter the email address of the person to contact regarding this report.	Yes		
Employer-Level Clarifying Remarks	Enter any clarifying remarks on Section I.	No		
Snapshot Period Begin Date	Enter the start date of the snapshot period (e.g., 10/01/2022). The snapshot period is a single pay period that occurs between October 1 and December 31 of the Reporting Year. Employers are free to choose the single pay period between October 1 and December 31 of the Reporting Year that will serve as their Snapshot Period.	Yes	N/A	Enter the pay period begin date for the snapshot period selected between October 1 and December 31 of the reporting year. The information will also be used to run a report to determine if your company meets the requirements to file and to identify the worksite employees you must report.
Snapshot Period End Date	Enter the end date of the snapshot period (e.g., 10/31/2022).	Yes	N/A	Enter the pay period end date for the snapshot period selected between October 1 and December 31 of the reporting year.
Employer's Total U.S. Employees	Enter the employer's total number of U.S. employees. Include employees inside and outside of California; include both part-time and full-time employees (each counts as 1 employee); include all employees on employer-approved leave.	Yes	Navigate to Human Resource > California Pay Data	Enter the company snapshot period in the filter section and the report will return the worksite employees who were active during that period. Enter the total number of worksite employees listed on the Employee Details tab of TriNet's report.
Employer's Total CA Employees	Enter the employer's total California employees. Include all employees assigned to a California establishment and/or working within California; include both part-time and full-time employees (each counts as 1 employee); include all employees on employer-approved leave.	Yes	Navigate to Human Resources > CA Pay Data.	Enter the total number of worksite employees listed on the Submission Data tab of TriNet's report by summing the total in the Number of Employees* column.

Section II - Establishment Information and Employee Detail (Establishment Information)

This information may be entered into the CA Pay Data Template and submitted via a file upload in Excel or .csv format or can be manually entered into the CA Pay Data Reporting Portal. However, you should carefully review the instructions located in the [CA Pay Data Reporting Portal - User Guide](#) for an overview beginning on page 24 and submission steps on page 50.

Please Note: [TriNet's California Pay Data Report in Workforce Analytics: User Guide](#) has been updated to align with the California Civil Rights Department (CRD) updated resources and guidelines for compiling and submitting the 2022 California pay data report. It contains the aggregated company establishment and worksite employee data noted below, but you are required to report and validate the information with the CRD and make any necessary adjustments. The reports noted within the "Location of Data in TriNet's WFA" column of this table are an alternative option for you to obtain the information.

- Important:** TriNet's report in Workforce Analytics does not deliver a "non-binary" sex option at this time. If, based on self- or employer-designated data for your worksite employee base, you need to include "non-binary" as a sex within your submission file in the CRD Portal, we recommend using this chart to compile your worksite employee information.

CRD Data Field	CRD Values, Remarks and Other Instructions	Required?	Location of Data in TriNet's WFA	Notes and Additional Instructions
Establishment Name (Column A)	Enter the name of the establishment.	Yes	N/A	Enter your company legal entity name or name of establishment if different.
Establishment Address Line 1 (Column B)	Enter address line 1 of the establishment.	Yes	Navigate to Human Resources > Census. Report contains establishment address, city, state and zip code in columns O through W.	Enter establishment address, city, state and zip code.
Establishment Address Line 2 (Column C)	Enter address line 2 of the establishment.	No		
Establishment City (Column D)	Enter the city of the establishment.	Yes		
Establishment State (Column E)	Enter the establishment's two-character state code.	Yes		

CRD Data Field	CRD Values, Remarks and Other Instructions	Required?	Location of Data in TriNet's WFA	Notes and Additional Instructions
Establishment ZIP Code (Column F)	Enter the 5-digit ZIP code of the establishment.	Yes		
Establishment NAICS Code (Column G)	Enter the North American Industry Classification System code (NAICS) of the establishment.	Yes	Navigate to Human Resource > California Pay Data The NAICS Code* is located on the Submission Data tab of TriNet's report	Enter NAICS code. The Workforce Analytics California Pay Data report displays the client NAICS code and description on the Submission Data tab.
Establishment Major Activity (Column H)	Describe the major activity or activities of the establishment. Include the specific type of product or type of service provided, as well as the principal business or industrial activity.	Yes	Navigate to Human Resource > California Pay Data The Major Activity* is located on the Employee Details tab of TriNet's report N/A	The Workforce Analytics California Pay Data Report displays the Major Activity* description on the Submission Data tab. TriNet cannot confirm this information.
Total Number of Employees at Establishment (Column I)	Enter the total number of employees during the snapshot period at the establishment across all job categories, pay bands, races, ethnicities, and sexes. Include both employees working inside and outside of California.	Yes	Navigate to Human Resource > California Pay Data	Enter the company snapshot period in the filter section and TriNet's report will return the worksite employees who were active during that period. Enter the total number of worksite employees listed on the Employee Details tab of TriNet's report.
Was a CA Pay Data Report filed for this establishment last year? (Column J)	Enter "Yes" if the employer submitted a California Pay Data Report in the year prior to the current Reporting Year. Enter "No" if the employer did not submit a California Pay Data Report in the year prior to the current Reporting Year.	Yes	N/A	TriNet cannot confirm this information.
Was an EEO- 1 Report filed for this establishment last year? (Column K)	Enter "Yes" if the employer submitted any type of federal EEO-1 report in the year prior to the current Reporting Year for this establishment. Enter "No" if the employer did not submit any type of federal EEO- 1 report in the year prior to the current Reporting Year for this establishment.	Yes	N/A	Effective in 2022, PEOs are unable to file EEO-1 reports on behalf of clients. Eligible employers should have filed their own company-specific 2021 EEO-1 report (as applicable), and TriNet does not have access to client EEO-1 accounts or information.

CRD Data Field	CRD Values, Remarks and Other Instructions	Required?	Location of Data in TriNet's WFA	Notes and Additional Instructions
Is this establishment the employer's headquarters? (Column L)	Every employer has only one headquarters. Enter "Yes" if this establishment is the employer's headquarters. Enter "No" if this establishment is not the employer's headquarters.	Yes	Navigate to Human Resources > Census. Report contains Headquarters "HQ" establishment descriptions and addresses in columns O thru W.	Determine if the establishment is designated as the Headquarters.

Section II - Establishment Information and Employee Detail (Employee Detail)

The information below provides you with the individual employee data that is necessary for the aggregation of the Establishment Information data noted in the table above.

Please Note: [TriNet's California Pay Data Report in Workforce Analytics: User Guide](#) has been updated to align with the California Civil Rights Department (CRD) updated resources and guidelines for compiling and submitting the 2022 California pay data report. It contains the worksite employee information noted below. However, you are still required to validate the information and make any necessary adjustments. The reports noted within the "Location of Data in TriNet's WFA" column of this table are an alternative option for you to obtain the information.

- Important:** TriNet's report in Workforce Analytics does not deliver a "non-binary" sex option at this time. If, based on self- or employer-designated data for your worksite employee base, you need to include "non-binary" as a sex within your submission file in the CRD Portal, we recommend using this chart to compile your worksite employee information.

CRD Data Field	CRD Values, Remarks and Other Instructions	Required?	Location of Data in TriNet's WFA	Notes and Additional Instructions
Job Category (Column M)	Enter one of the following single-digit Job Category codes: 1 — Executive senior level officials and managers 2 — First or mid-level officials and manager 3 — Professionals 4 — Technicians 5 — Sales workers 6 — Administrative support workers 7 — Craft workers 8 — Operatives	Yes	There are two options for pulling this information: 1. Navigate to Human Resource > Census 2. Navigate to Human Resource > California Pay Data	Identify the worksite employees who will be included in the reporting. Note: The California Pay Data Report Employee Details tab contains a column labeled Included in Submission Data. Review the EEO Job Code descriptions assigned on the TriNet report containing this information. Make updates via TriNet (login.TriNet.com) as needed. Assign the applicable Job Category codes to each worksite employee.

CRD Data Field	CRD Values, Remarks and Other Instructions	Required?	Location of Data in TriNet's WFA	Notes and Additional Instructions
	<p>9 — Laborers and helpers 10 — Service workers</p> <p>All jobs are considered as belonging in one of these ten categories. Follow the EEOC's guidance for assigning employees to job categories.</p>			<p>This information will be used to report the number of worksite employees at the establishment with the same pay band, job category and race-ethnicity/sex codes.</p> <p>Refer to the CRD sample reports for additional support.</p>
<p>Race-Ethnicity-Sex (Column N)</p>	<p>Enter one of the following three-character Race-Ethnicity-Sex codes:</p> <p>A10 — Hispanic/Latino - Male A20 — Hispanic/Latino - Female A30 — Hispanic/Latino - Non-Binary B10 — Non-Hispanic/Non-Latino - Male - White B20 — Non-Hispanic/Non-Latino - Male - Black or African American B30 — Non-Hispanic/Non-Latino - Male - Native Hawaiian or Other Pacific Islander B40 — Non-Hispanic/Non-Latino - Male - Asian B50 — Non-Hispanic/Non-Latino - Male - American Indian or Alaskan Native B60 — Non-Hispanic/Non-Latino - Male - Two or more races</p> <p>C10 — Non-Hispanic/Non-Latino - Female - White C20 — Non-Hispanic/Non-Latino - Female - Black or African American C30 — Non-Hispanic/Non-Latino - Female - Native Hawaiian or Other Pacific Islander C40 — Non-Hispanic/Non-Latino - Female - Asian C50 — Non-Hispanic/Non-Latino - Female - American Indian or Alaskan Native C60 — Non-Hispanic/Non-Latino - Female - Two or more races</p> <p>D10 — Non-Hispanic/Non-Latino - Non-Binary - White D20 — Non-Hispanic/Non-Latino - Non-Binary - Black or African American D30 — Non-Hispanic/Non-Latino - Non-Binary - Native Hawaiian or Other Pacific Islander D40 — Non-Hispanic/Non-Latino - Non-Binary - Asian D50 — Non-Hispanic/Non-Latino - Non-Binary - American Indian</p>	<p>Yes</p>	<p>There are two options for pulling this information:</p> <ol style="list-style-type: none"> 1. Navigate to Human Resource > Census 2. Navigate to Human Resource > California Pay Data 	<p>Identify the worksite employees who will be included in the reporting.</p> <p>Note: TriNet's California Pay Data Report Employee Details tab contains a column labeled Included in Submission Data.</p> <p>Review the Race-Ethnicity and Sex descriptions assigned in the TriNet report containing this information. Make updates via TriNet (login.TriNet.com) as needed.</p> <p>Assign the applicable Race-Ethnicity/Sex codes to each worksite employee. This information will be used to report the number of worksite employees at the establishment with the same pay band, job category and race-ethnicity/sex codes.</p> <p>Refer to the CRD sample reports for additional support.</p>

CRD Data Field	CRD Values, Remarks and Other Instructions	Required?	Location of Data in TriNet's WFA	Notes and Additional Instructions
	<p>or Alaskan Native</p> <p>D60 — Non-Hispanic/Non-Latino - Non-Binary - Two or more races</p> <p>For detailed instructions on how to identify employees' race, ethnicity and sex, see Part V of CRD's FAQs.</p>			
Pay Band (Column O)	<p>Enter one of the following Pay Bands codes:</p> <ul style="list-style-type: none"> 1 – \$19,239 and under 2 – \$19,240 - \$24,959 3 – \$24,960 - \$32,239 4 – \$32,240 - \$41,079 5 – \$41,080 - \$53,039 6 – \$53,040 - \$68,119 7 – \$68,120 - \$87,359 8 – \$87,360 - \$112,319 9 – \$112,320 - \$144,559 10 – \$144,560 - \$186,159 11 – \$186,160 - \$239,199 12 – \$239,200 and over <p>To identify the particular pay band in which to count an employee, use the earnings shown in “Box 5 – Medicare wages and tips” of the employee’s IRS Form W-2. If any employee has wages not reported in Box 5, as may be the case for an H-2A visa holder for example, use Form W-2 Box 1 wages for that employee and note this in the associated remarks field. For additional instructions on how to identify an employee’s pay, see Part V of CRD’s FAQs.</p>	Yes	<p>Navigate to Tax & Compliance > Year End Balances by Employee.</p> <p>Report contains Form W-2 “Box 5 Medicare wages and tips” information as well as Form W-2 “Box 1 Wages, tips, other compensation” information where the worksite employee has a blank value for Box 5.</p>	<p>Identify the:</p> <ul style="list-style-type: none"> • Worksite employees who will be included in the reporting; and • The applicable Form W-2 wages for each worksite employee. <p>Assign the applicable pay band codes to each worksite employee. This information will be used to report the number of worksite employees at the establishment with the same pay band, job category and race-ethnicity/sex codes.</p> <p>Refer to the CRD sample reports for additional support.</p>
Number of Employees (Column P)	<p>Enter the total number of employees with the specified combination of Job Category, Race/Ethnicity/Sex, and Pay Band. If zero, you do not need to enter a row.</p>	Yes	N/A	<p>Evaluate the data identified in CRD columns N through P of this section.</p> <p>Determine and enter the worksite employee counts of each unique combination.</p> <p>Refer to the CRD sample reports for additional support.</p>

CRD Data Field	CRD Values, Remarks and Other Instructions	Required?	Location of Data in TriNet's WFA	Notes and Additional Instructions
<p>Mean – Hourly Rate* (Column Q)</p>	<p>The mean hourly rate is calculated by adding the individual hourly rates for each payroll employee in the group, then dividing that sum by the number of payroll employees in the group. For a detailed description, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faq.</p>	<p>Yes</p>	<p>Navigate to Human Resource > California Pay Data</p>	<p>Per the CRD, employers calculate the worksite employee’s individual hourly rate of pay by dividing the individual’s compensation in Form W-2 “Box 05 Medicare wages and tips” by the number of hours worked. If no Box 05 wages have been reported, employers must use the worksite employee’s Form W-2 Box 01 wages and note the use of Box 01 wages within the Row-Level Clarifying Remarks (Column T) of the submission data file.</p> <p>Total hours worked for an exempt worksite employee where no hours are reported can be calculated by using their standard hours as a proxy to determine the average hours worked per day. To determine the annual hours worked, multiply their standard hours per day by the total number of days worked plus any paid leave time.</p> <p>Worksite employee standard hours can be found on the Census Report. In WFA Reports navigate to Human Resource > Census.</p>
<p>Median - Hourly Rate* (Column R)</p>	<p>The median hourly rate is calculated by ordering the hourly rate of pay of each payroll employee in the group from smallest to largest and selecting the middle number. For a detailed description, see Part V of the FAQs: https://calcivilrights.ca.gov/paydatareporting/faqs.</p>	<p>Yes</p>	<p>Navigate to Human Resource > California Pay Data</p>	<p>Per the CRD, employers calculate the worksite employee's individual hourly rate of pay by dividing the individual's Form W-2 “Box 05 Medicare wages and tips” by the number of hours worked. If no Box 05 wages have been reported, employers must use the worksite employee's Form W-2 Box 01 wages and note the use of Box 01 wages within the Row-Level Clarifying Remarks (Column T) of the submission data file.</p> <p>Total hours worked for a non-exempt worksite employee is determined by adding reported hours worked in addition to any paid time off that was paid by the employer.</p> <p>Total hours worked for an exempt worksite employee where no hours are reported can be calculated by using their standard hours as a proxy to determine average hours worked per day. To determine the annual hours worked, multiply their standard hours per day by the total number of days worked plus any paid leave time.</p> <p>Worksite employee standard hours can be found on the Census Report. In WFA Reports navigate to Human Resource > Census</p>

CRD Data Field	CRD Values, Remarks and Other Instructions	Required?	Location of Data in TriNet's WFA	Notes and Additional Instructions
Total Hours (Column S)	<p>Enter the total hours worked during the reporting year of all the employees reported in the corresponding cell to the left (Column P) (i.e., all of the employees with the specified combination of Job Category, Race/Ethnicity/Sex and Pay Band in this row). Round to the nearest whole number.</p> <p>For detailed instructions on how to calculate employees' hours worked, see Part V of CRD's FAQs.</p>	Yes	<p>Navigate to Payroll & Accounting > Check Detail.</p> <p>Provides hours worked by code for worksite employees.</p>	<p>The Check Detail report allows for parameters but is limited to three-month spans of time.</p> <p>Calculate total hours worked and all PTO per exempt worksite employee. Note: Default hours can be used based on average workweek (proration may be necessary if the worksite employee did not work the entire year).</p>
Row-Level Clarifying Remarks (Column T)	Enter any clarifying remarks for the entire row.	No	N/A	<p>Entry based on company discretion.</p> <p>Note: If using Form W-2 Box 01 wages to calculate mean and median data, that must be noted in the associated clarifying remarks field.</p>

Questions?

If you have any questions, log in to TriNet (login.TriNet.com) and click Contact TriNet. If you are unable to log in, go to TriNet (login.TriNet.com) and select one of the following options: Forgot Password, Forgot ID, Unlock Account, Login Help.

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